



OPERATIONS MANUAL *for Yokosuka Public Works Team - December 2002*

CHAPTER 6 Environmental

Environmental Division - Mission, Function and Task

Mission: *Develop and maintain a comprehensive environmental protection program for Fleet Activities, Yokosuka (FLEACT) and all tenant commands, including satellite installations.*

Concept of Operations:

The Environmental Division will:

- a. Provide oversight and management of all environmental protection programs.
- b. Provide professional consultation to commanding officers, officers in charge, staff officers, and others responsible to make decisions that may affect the environment.
- c. Assist managers, supervisors, and shop foremen in accomplishing their missions in a manner that is protective of the environment and complies with regulatory requirements.
- d. Advise key personnel on measures to prevent pollutants from entering the environment and on cleanup actions, should pollutants be released into the environment.
- e. Manage Environmental Program Requirements (EPR) Web database records for all commands and activities, and secure funding for environmental projects. Obtain and manage funds from other sources for environmental projects.

Functions and Tasks:

1. Administrative Specialist

Provides administrative and clerical duties for the division. Coordinates with the division director and branch chiefs to determine support requirements, receives direction and guidance from senior division staff members and coordinates as necessary to assist in the implementation of various environmental protection programs.

- a. Coordinates with the Environmental Business Line Manager and Environmental Division Branch Chiefs to maintain the EPR Web database.

b. Following the guidance found in OPNAVINST 5090.1B and the Japan Environmental Governing Standards (JEGS), establishes a comprehensive Environmental Training Program for FLEACT and all tenant commands.

c. Maintains budget records sufficient to balance the budget by accounting for all funds received and expended. Prepares semi-annual and annual expenditure reports. Prepares submittals for data calls as required.

d. Manages all vehicles, insuring proper cleaning, maintenance, and record keeping. Prepares and submits vehicle requests as required.

e. Maintains surveillance over government vehicles, insuring proper cleaning, maintenance, and record keeping. Prepares and submits vehicle requests as required.

f. Administers supply procedures. Maintains a government purchase card and makes authorized purchases for the division. Prepares funding requests, supply requests, purchase orders and other documents as required. Safeguards and stores supplies. Maintains an inventory of supplies and equipment.

g. Prepares Scopes of Work (SOW) for environmental services under GSA contracts. Prepares documentation for waste disposal and other contracts.

h. Performs clerical duties including preparation of memos, letters, instructions, and other correspondence IAW SECNAVINST 5216.5D. Maintains files for all programs in accordance with the SECNAVINST 5210.1D. Prepares and processes all administrative matters for assigned personnel including leave requests, time cards, monthly reports, award nominations, disciplinary actions, and similar documents.

i. Maintains a technical Library of environmental regulations, publications, reference books, environmental studies, plans, training materials, etc.

j. Maintains the Authorized Use List and Material Safety Data Sheets for hazardous materials.

2. Environmental Engineering Branch

a. Management and oversight of environmental engineering problems and solutions related to: Air Emissions & Ozone Depleting Substances, Drinking Water, Wastewater, Historical/Cultural/Natural Resources, Polychlorinated Biphenyls, Lead Based Paint, Petroleum Oils & Lubricants, Aboveground & Underground Storage Tanks, Pesticides, and Contaminated Sites.

b. General duty related taskings include: regulatory review, goal setting, personnel management and task loading, programming requirements, budgeting, contracts, developing SOW's, reviewing contractors submittals/deliverables, engineering reviews, authorizing payments, media program oversight, regulatory review, environmental monitoring, interpreting/managing analytical data, formulating corrective actions, developing reports,

determining resource needs, tracking projects, field investigations, technical document archiving, and environmental training.

c. Provides field and technical support for environmental monitoring, data gathering and input, project tracking, contractor monitoring, and shop liaison.

d. Drafts and tracks EPRs for all commands and activities. Secures funding for environmental projects.

3. Environmental Services Branch

Provides quality environmental services in the areas of Pollution Prevention, Solid Waste, Recycling, Hazardous Waste Management and Spill Response and Cleanup Services to FLEACT. The Environmental Services Branch (ESB), goals are to improve mission readiness, reduce environmental risk, and reduce cost associated with managing, storage, tracking, using and disposing of solid waste, hazardous materials (HM) and hazardous waste (HW).

a. Provides “total waste management” to FLEACT. Centrally manage HW treatment, disposal and storage facilities. Provide a trained team to process regulated and non-regulated waste, PCB, Asbestos and medical wastes for disposal to ensure compliance with the OPNAVINST 5090.1B and JEGS regulatory requirements.

b. Uses tools such as Activity Based Costing (ABC), to model waste disposal and other processes to identify and eliminate inefficiencies.

c. Provides additional professional environmental services in the areas of; environmental sampling, contaminated site assessment, development and tracking of EPR’s, obtain funding for environmental projects, collect data for annual reporting requirements, develop SOW’s for HW disposal, solid waste and recycle contracts. Conduct pre-award surveys, annual audits, and environmental project review.

d. Following the guidance found in OPNAVINST 5090.1B, establishes an Environmental Quality Assessment (EQA) program for FLEACT and all tenant commands. Incorporates all required inspections into the EQA program utilizing the Internal Assessment Plan and checklists. Assigns command environmental program coordinators (EPC’s) to implement Environmental Quality Assessment (EQA). EPC’s will provide professional on-site customer service support to assist commands with establishing and maintaining a comprehensive environmental program.

e. Provides spill response and cleanup services to FLEACT for land origin spills and releases. Responsible to Establish, train and maintain a consolidated hazardous material spill response and cleanup team.

f. Provides pollution prevention (P2) management and oversight. Utilizes P2 tools such as Model P2 Plans, the P2 Opportunities Handbook and the Fleet Assistance Support and Technologies Transfer Team (FASTT). Conducts process evaluations and site surveys for P2

initiatives and projects. Use Assess, Implement, Manage and Measure (AIMM) methodology as the primary tool to measure environmental excellence.

g. Provides Solid Waste Management and Recycling services. Acts as the technical focal point for solid waste and recycling management issues. Assists commands in developing resource recovery and solid waste management programs IAW OPNAVINST 5090.1B. Collects and provides solid waste and recycling information to NFESC.